

PRESENT FUNCTIONS

NEA/ ADMIN/ [REDACTED]

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(Quoted from NEA CIA Bulletin No. [REDACTED] dated 16 Sept. 1992)

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NEA/CIA BULLETIN NO. [REDACTED]

SUBJECT: Administrative Support for the NEA Division

1. Effective this date ---.

2. ---. These Sections will perform the following duties in close coordination with the appropriate country and staff branches:

a. [REDACTED] ---.

b. [REDACTED] will be responsible for the accomplishment of all actions necessary to provide supplies and services for personnel and activities within the NEA Division's responsibility to include:

- (1) Procurement of supplies and equipment
- (2) Office space and service
- (3) Automobiles (official and quasi-personal)
- (4) Parking facilities
- (5) Shipping and transportation
- (6) Real estate procurement
- (7) Maintenance
- (8) Physical security
- (9) Miscellaneous services

c. [REDACTED]

3. ---.

4. ---.

[REDACTED]
Chief
Division of Near
East and Africa

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~~SECRET~~
Security Information

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- * It is understood that this function has since been transferred from the
[REDACTED]